

SECTION X – EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past Chairperson.
2. The Executive Officers may be as follows:
 - A. Chairperson
 - B. Vice-Chairperson(s)
 - C. Secretary
 - D. Treasurer(s)
 - E. District Parent Advisory Council Representative(s) (Director)
 - F. Three or more Members-At-Large (Directors)
 - G. Past Chairperson
 - H. Canadian Parents for French (CPF) Representative (Director)

SECTION XI – DUTIES OF OFFICERS

A. The Chairperson shall:

- a) convene and preside at membership, special and executive meetings
- b) ensure that an agenda is prepared and presented
- c) know the constitution and bylaws and meeting rules
- d) know where to find resources to assist members
- e) appoint committees where authorized to do so by the executive or membership
- f) consult PAC members regularly
- g) ensure that the PAC is represented in school and school district activities
- h) ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- i) ensure the PAC constitution and code of ethics are upheld
- j) be the official spokesperson for the organization
- k) be a signing officer

B. The Vice-Chairperson shall:

- a) assume the responsibilities of the Chairperson in the Chairperson's absence or upon request
- b) assist the Chairperson in the performance of his/her duties
- c) accept extra duties as required
- d) may be a signing officer

C. The Secretary shall:

- a) ensure that members are notified of meetings
- b) record the minutes of general, special and executive meetings

- c) keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request
- d) issue and receive correspondence on behalf of the organization
- e) may be a signing officer
- f) safely keep all records of the Council, and ensure all records are transferred to the incoming council following the June AGM

D. The Treasurer shall:

- a) be the first signatory on all disbursements
- b) disburse funds authorized by the executive or members
- c) maintain an accurate and updated record of all receipts and expenditures of the Council
- d) deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC within 3 business days
- e) with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIV
- f) ensure that another signing officer has access to the books in the event of his/her absence
- g) make the following reporting information available at PAC executive meetings and general PAC meetings
 - Cash position
 - Bank reconciliation (including source documentation, such as bank statements)
 - Monthly / annual comparatives of actuals (both revenues and expenditures) with budgets
 - Disclose all details of cash flows (show all items coming in and out of the bank, regardless of source or purpose)
- h) designate an appropriate person to act in his/her absence if the Treasurer can not directly be on hand to process / receive revenues and or disbursements
- i) ensure that all events, particularly those that involve a high volume of transactions, have adequate controls in place to ensure the safe keeping of receipts and disbursements
- j) ensure that reasonable controls are in place at all times, for example, ensuring disbursements have the proper approval prior to releasing funds.
- k) ensure financial records are available for viewing by members upon request
- l) submit the annual financial records at the Annual General Meeting of the Council
- m) ensure financial records are ready for inspection annually by a person appointed by the PAC Executive

E. The District Parent Advisory Council (DPAC) Representative(s) shall:

- a) attend PAC and DPAC meetings
- b) seek and give input on behalf of the PAC to the DPAC
- c) report back to the PAC

F. Members at Large (Directors) shall:

- a) serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council require

G. The Past Chairperson shall:

- a) help smooth the transition between Chairpersons
- b) assist, advise and support the Council
- c) provide information about resources, contacts and other essential information to the Council
- d) act as a consultant for the Chairperson
- e) chair the nominating committee

H. The Canadian Parents for French (CPF) Representative shall:

- a) be a member of the CPF
- b) attend PAC and CPF-Burnaby Chapter Executive meetings
- c) seek to give input on behalf of the PAC to the CPF
- d) report back to PAC